

AASIS PAYROLL WARRANT CANCELLATION PROCEDURE

Effective August 5, 2002, Office of Personnel Management will perform all AASIS payroll warrant cancellations (**Voids**). The old stop payment process will no longer be followed.

Warrants will only be voided by the Office of Personnel Management when the physical warrant is in the possession of the Office of Personnel Management or when the Affidavit of Forgery has been received from the Agency by the Office of Personnel Management along with other required documentation as enumerated below:

If the warrant is not in the agency's possession to send to the Office of Personnel Management, the agency should wait five calendar days which will allow a reasonable amount of time for the employee to receive the warrant. The agency must next call the Treasurer's office to verify the warrant has not been cashed. If the warrant has not been cashed, the employee must fill out an Affidavit of Forgery. A copy of the Affidavit of Forgery must be sent to the Treasurer's office before the warrant record can be voided by the Office of Personnel Management. If the warrant does get redeemed, the Treasurer of State can take this Affidavit of Forgery to the bank and receive a refund of the funds.

For old year warrants, neither current fiscal year nor previous fiscal year budget can legally be restored by the cancellation of a previous fiscal year's warrant. A journal entry to reverse the budgetary impact of the Old Year Warrant Cancellation (Void) will be necessary. Fill out the attached form, Old Year Warrant Cancellation Form for AASIS 2002 Warrants and send to Office of Personnel Management for entry and posting.

The following form must be completed and sent to Office of Personnel Management along with the warrant, Old Year Warrant Cancellation Form, and a copy of the Affidavit of Forgery. The warrant must have CANCELLED BY AGENCY NO. ____ written/stamped across the face of the warrant. The warrant will not be voided on AASIS unless all forms are present.

NOTE: Should the employee cash the original warrant for which the Affidavit of Forgery papers have been signed, criminal charges may be filed against the employee by the individual or business entity that cashed the warrant or accepted it for deposit.